

CMHA HK Job Description: Development Director

The City Mental Health Alliance Hong Kong (CMHA HK) is a not-for-profit membership-based organisation. We are an alliance of businesses, working with mental health experts and collaborating with like-minded organisations to achieve our vision that every workplace will protect, support and create positive mental health for their people. The CMHA HK is part of a growing global network of operations.

Further information can be found here: www.cmhahk.org

CMHA HK is seeking a person to lead its Business Development opportunities in Hong Kong. The role will report directly to the Managing Director. We are pleased to offer flexible and remote working (office space is available if desired). The CMHA HK is an equal opportunities employer.

The role is a part-time position (approx. 2-3 days per week.)

Key responsibilities include the following:

- **Business Development – Hong Kong:** lead and support the team to grow the CMHA HK membership community and promote the work of CMHA HK across the Hong Kong business community.
- **Business Development – Global:** work closely with the Global Team to identify opportunities within the MindForward Alliance and network
- **Partnerships and Collaborations:** oversee the existing partnerships (Community Partners, Affiliates) and identify opportunities for further collaboration.
- **Special Projects:** identify opportunities for collaborations with likeminded parties
- **Public speaking:** represent CMHA HK at key events, such as presentations, conferences and panels.

Person Specification

- English and Cantonese speaker is a must
- Mandarin is preferred
- Entrepreneurial and enthusiastic mind-set; capable of working autonomously
- Association with and good understanding of the professional services and corporate business sector in Hong Kong
- Understanding of mental health in Hong Kong and specifically, workplace mental health
- Excellent presentation, organisation, organisational, interpersonal and communication skills
- Effective networking and influencing skills
- Permission to work in Hong Kong, required

Applications will be accepted until the position has been filled. The position is available for an October 2022 start. Salary will be offered commensurate with experience.

Please provide a covering letter and Curriculum Vitae to Iona Tong, Team Administrator – admin@cmhahk.org.